

13. Basic Function of Position

Incumbent is one of two local staff in the Political/Economic Section and has responsibility for providing reporting, research, and analysis on economic, trade, scientific and health issues of interest to the Mission, contributing to congressionally mandated reports, and building and maintaining external relationships. Additionally, the incumbent has responsibility for handling inquiries on U.S.-NZ relations, political and economic issues, social and cultural norms and overall general services provided by the U.S. Mission in New Zealand. The incumbent assists in the drafting of speeches and social media posts for the front office and serves as backup and support to the Political Assistant which requires political analysis and reporting skills.

14. Major duties and Responsibilities

A. Analysis and Reporting

60%

1. Provides research and analysis on U.S. - NZ, regional and global economic, trade, foreign policy and environmental issues of interest to the Mission. Provide briefings based on analysis and research on the above issues to Embassy Officers, including the Ambassador, and high level visitors (e.g. CODELs); host government officials ranging from front line to mid-level NZ officials. Draft reporting cables on economic and ESTH (environment, science, technology and health) issues of interest to the U.S. Government. Pursuant to specific instructions, prepares drafts of reports on selected topics such as NZ and U.S policies and issues impacting bi-lateral relationships and regional national relations (e.g. Australia, Samoa etc) On a daily basis the incumbent will prepare one paragraph “end-of-day” reports on trends and breaking news to inform policy makers in Washington. The incumbent is also expected to evaluate the relevance of the data sourced and identify basic trends, pressing issues, and the NZ and U.S. perspectives.
2. As directed by the Economic Officer, incumbent will be required to attend meetings, seminars, lectures by opinion leaders, and provide summaries and analysis of key points of such events. The incumbent is also required to draft and to give speeches on behalf of the Embassy and present at roundtables and seminars.
3. Incumbent will be required to complete and submit all relevant mandated reports (Int’l Narcotics Report, National Trade Estimate, National Export Initiative, etc) and other section specific projects as directed.
4. Read press and periodicals in portfolio and provide research and reporting of moderate scope and difficulty in the field of economic /ESTH reporting

B. Contacts

20%

1. The incumbent is frequently required to obtain information through contacts with government agencies, Parliament offices, Political Parties, think tanks, academic institutions, and civil society. Prepares biographic reports on important political, economic, and business leaders and figures, utilizing published sources and information supplied by contacts. Incumbent must monitor economic developments in New Zealand that are relevant to U.S. interests via key media, including print, television and the Internet. This involves reviewing the daily press, periodicals, and other publications to determine which items should be merely checked and which summarized. Incumbent will be relied upon (based on information derived from such contacts and publications) to provide in-depth analysis and recommendations to the Economic section and Front Office. Incumbent is responsible for recommending the procurement of official publications as required.
2. Administers and updates Pol/Econ's unclassified contact information, biographical holdings and maps.
3. Maintains economic and ESTH reference files and upon request obtains information for the use of U.S. Officers, including abstracting, summarizing, and compiling, and arranging material for effective use.
4. Incumbent must be able to maintain close rapport with host officials in commercial and business entities, academic institutions, and with officials in parliament and the executive, across a variety of ministries.
5. Must be able to also initiate, develop and expand contacts with the above organizations in order to advocate U.S. policy, correct misconceptions about U.S. policy and positions, and diffuse incidences of disagreement and tension when needed. Also contribute to the Mission's biography database and International Visitor Program by helping to identify and nominate potential future leaders in New Zealand.
6. Plan, coordinate, and participate in, where appropriate, portfolio-related Mission events, including dinners, meetings, and receptions.

C. General Support

20%

1. Assists with scheduling appointments with government leaders and prominent figures for visiting Congressional Delegations (CODELs). Provides ad hoc support to CODELs, including providing briefing and serving as Control Officer as needed.
2. Makes appointments and arranges events, including representational functions for Pol/Econ officers and official visitors.
3. Drafts speeches for clearance on U.S. and New Zealand relations and other relevant issues.
4. Contributes to the Mission's social media program via Twitter contributions and generating

blog posts for the Ambassador.

5. Provide additional duties as needed during Pol-Econ staffing transition periods, including extra representational activities and increased reporting workload.
6. Attends and provides support at representational events, for example dinners, receptions, and conferences.
7. Provide administrative support as directed and other duties as assigned.

15. Desired Qualifications

- a) **Education:** Minimum of a Bachelor degree, preferably in Economics, International Relations, Business, Liberal Arts, Public Administration, Political Science or related field.
- b) **Experience:** Two to three years progressively responsible experience in economics, politics, international relations, or other closely related field. Familiarity with New Zealand and U.S. political, economic, social and cultural issues. Experience in drafting memos, policy/research papers etc.
- c) **Post Entry Training:** On-the-job training in U.S. reporting requirements. Mandatory FSI distance training – Ethics for New Locally Employed Staff (PA453) and Cyber Security Awareness Course (PS800.). Options for future training in the United States.
- d) **Language:** Level IV (fluent) in English required.
- e) **Knowledge:** A thorough knowledge of New Zealand's political, economic, foreign affairs, social structures, mass media, key figures, and institutions. It is expected that the incumbent is conversant in Maori customs and be familiar with U.S. political and economic structure and history. A good understanding of the general format for report writing on political/economic/social developments.
- f) **Skills & Abilities:** Excellent written and oral communication skills, especially in report analysis and writing and drafting of speeches. Ability to independently research, develop, organize and analyze data, determine trends and present such data in a precise and accurate form (verbal and written). Ability to build and maintain working and high level contacts within the political/economic/diplomatic arena. Must have excellent interpersonal skills and be able to clearly articulate U.S. and host government positions on a variety of issues. Ability to maintain confidentiality, and initiate, develop and maintain contacts and excellent working relationships with a cross section of NZ government and non-government officials. Must have skill in project planning and ability to work under tight deadlines, and constantly changing priorities. Must be able to accomplish job duties with minimal supervision and display sound judgment when dealing with sensitive U.S. and/or host government issues. Good typing skills (level I – 30wpm). Strong PC skills especially with Microsoft Office Suite , spreadsheets, Access databases, social media and the Internet. Ability to travel -

Some domestic travel is required. International travel is less frequent but still expected for example, attendance at U.S. based Political/Economic training and consultations. Ability to work flexible hours including overtime, weekends and public holidays.

16: POSITION ELEMENTS

- a. **Supervision Received:** Works under the direct supervision of the Economic Officer.
- b. **Supervision Exercised:** None
- c. **Available Guidelines:** Department of State Foreign Affairs Manuals and Handbooks including the Mission directives and the Mission Performance Plan.
- d. **Exercise of Judgment:** Some independent judgment in researching and completing assigned projects.
- e. **Authority to Make Commitments:** None.
- f. **Nature, Level & Purpose of Contacts:** Either on behalf of Pol/Econ Counselor or independently, incumbent is expected to develop and maintain a variety of personal contacts in key institutions in the international, political, and economic fields to ensure effective programming.
- g. **Time Expected to Reach Full Performance Level:** One year.